

S-E-C-R-E-T

OFFICE OF TRAINING REGULATION NO. 50-2

21 May 1962

SUBJECT: RELOCATION OF OTR PERSONNEL UNDER CONDITIONS OF ENEMY ATTACK

1. GENERAL

This regulation establishes the responsibilities of all OTR personnel with respect to preparing for, and accomplishing relocation from the Washington area in the event of threatened or actual enemy attack. It is based upon OTR's "BASIC PLAN FOR THE RELOCATION OF PERSONNEL OF THE OFFICE OF TRAINING IN THE EVENT OF THREATENED OR ACTUAL ENEMY ATTACK" (copy attached); a copy of the basic plan is given to each person assigned to OTR. This regulation does not concern emergency planning or actions with respect to specific training matters. It also does not concern other types of emergency such as fire, flood, and natural disaster, nor does it prescribe local emergency action such as building evacuation and safety measures which are incident to enemy attack.

2. POLICY

The relocation of OTR personnel in the event of threatened or actual enemy attack will be governed by the attached basic plan and any subsequent revisions of the plan.

3. RESPONSIBILITY

a. The Chiefs of OTR Schools and Staffs are responsible for the following:

(1) Selecting the persons and alternates within their components who are to be designated as members of the OTR Initial Emergency Relocation Force, in accordance with the attached plan.

(2) Submitting to the Chief, Support Staff, an initial list of the names of the persons in their components who are members and alternate members of the OTR Initial Emergency Relocation Force, and reporting without delay the names of those subsequently added to or deleted from the list.

(3) Developing procedures within their components for the rapid notification of all members and alternate members of the OTR Initial Emergency Relocation Force in the event that relocation is ordered, and for the notification of those persons (or their alternates) who will assume the duties of the key persons who depart.

(4) Designating the persons and alternates within their components who will fill key positions in the OTR Reinforcement Group (in accordance with the attached plan) when the Initial Emergency Relocation Force departs.

S-E-C-R-E-T

OFFICE OF TRAINING REGULATION NO. 50-2

21 May 1962

(5) Recommending to the Chief, Plans and Policy Staff, those changes in the composition and membership of the relocation and reinforcement forces which are needed to reflect changes in plans for emergency training programs.




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b. The Chief, Plans and Policy Staff, is also responsible for the following:

(1) Conducting over-all emergency relocation planning as is prescribed by OTR Regulation No. 1-1, and presenting proposed new plans or revisions to the Director of Training for approval.

(2) Coordinating OTR emergency relocation planning with the CIA Emergency Planning Officer and with other Agency components as necessary.

c. The Chief, Support Staff, is also responsible for the following:

(1) Maintaining current rosters of the members and alternate members of the OTR Initial Emergency Relocation Force and providing this information on a current basis to the CIA Emergency Planning Officer 

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(2) Effecting distribution of copies of the basic relocation plan to all persons presently assigned to OTR, and to those who are assigned in the future or return to OTR from field duty.

(3) Verifying that all members and alternate members of the OTR Initial Emergency Relocation Force have made satisfactory arrangements for travel to the OTR Relocation Center by private vehicle during both duty and non-duty hours, and making arrangements (with the assistance of the school and staff chiefs) for such sharing of vehicles as is necessary.

(4) Designating the secretarial personnel who will be members of the OTR Initial Emergency Relocation Force.

(5) Monitoring compliance with all aspects of the relocation plan throughout the Office of Training as is prescribed by OTR Regulation No. 1-1.

- 2 -

S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF TRAINING REGULATION NO. 50-2

21 May 1962

d. All persons assigned to OTR are responsible for:

(1) Keeping informed with respect to OTR, Agency, and civil defense directives and notices concerning evacuation and relocation.

(2) Making personal and family emergency plans to include such matters as recognizing and responding to emergency warning signals, following prescribed patterns and routes of relocation and evacuation, and establishing arrangements for family re-contact and ultimate rendezvous points.

(3) Taking relocation or evacuation action only as directed by competent authority.



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MATTHEW BAIRD
Director of Training

Attachment: BASIC PLAN FOR THE RELOCATION OF PERSONNEL OF THE
OFFICE OF TRAINING IN THE EVENT OF THREATENED OR ACTUAL
ENEMY ATTACK

Distribution:
OTR - Key 1B

Distribution of Attachment:
All OTR Employees at Headquarters

- 3 -

S-E-C-R-E-T

S-E-C-R-E-T

ATTACHMENT TO OTR REGULATION NO. 50-2 dated 21 May 1962

BASIC PLAN FOR THE RELOCATION OF PERSONNEL
OF THE OFFICE OF TRAINING IN THE EVENT OF
THREATENED OR ACTUAL ENEMY ATTACK

Sections of the Plan

A. CIA Initial Emergency Relocation Force	Page 1
B. OTR Initial Emergency Relocation Force	Page 2
C. OTR Reinforcement Group	Page 4
D. General Instructions for Relocation and Evacuation	Page 6

A. CIA INITIAL EMERGENCY RELOCATION FORCE

1. For the purpose of carrying out the mission of this Agency when threatened or actual enemy attack makes it necessary to relocate the Agency's headquarters, the CIA Initial Emergency Relocation Force has been formed. The group consists of key Headquarters personnel designated by the heads of major components within the limitations of their respective quotas. This relocation force is constituted to carry on the basic mission of the Agency at the headquarters level until augmented by such reinforcement personnel as is permitted by logistical considerations primarily.

2. The Office of Training's members of the CIA Initial Emergency Relocation Force are as follows:

- a. Director of Training (DTR serves as alternate)
- b. Executive Officer (or alternate designated by DTR)
- c. Secretary to the DTR (or alternate designated by DTR)

S-E-C-R-E-T

S-E-C-R-E-T

ATTACHMENT TO OTR REGULATION NO. 50-2

21 May 1962

3. Members of the CIA Initial Emergency Relocation Force will move to the CIA Emergency Relocation Center [redacted] only under any 25X1 one of the following circumstances:

a. Under public or restricted announcement by the President which directs the relocation of key personnel of the Executive Branch, or

b. Upon orders by the Director of Central Intelligence or by a Deputy Director speaking on his behalf, or

c. Upon the signaling by civil defense authorities of a specific "alert" or "defense readiness condition" which CIA has announced to be the signal for relocation (not evacuation), or

d. As soon after an actual enemy attack as local authorities permit travel.

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4. If the OTR members of the CIA Initial Emergency Relocation Force find that [redacted] cannot be used as a relocation center as a result of enemy action, the following action will take place:

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[Redacted Box]

B. OTR INITIAL EMERGENCY RELOCATION FORCE

1. For the purpose of sustaining OTR's capability to re-institute immediately the training programs of primary importance in time of emergency, and its capability to re-institute general training programs as needed thereafter, the OTR Initial Emergency Relocation Force is hereby established.

- 2 -

S-E-C-R-E-T

S-E-C-R-E-T

ATTACHMENT TO OTR REGULATION NO. 50-2

21 May 1962

2. The following persons are designated as members of the OTR Initial Emergency Relocation Force:

- a. Deputy Director of Training
- b. Chief, Intelligence School*
- c. Chief, School of International Communism*
- d. Chief, Language and Area School*
- e. Deputy Chief for Language, LAS*
- f. Chief, Assessment and Evaluation Staff*
- g. Registrar*
- h. Plans and Policy Staff Officer (designated)*
- i. Instructional Services Officer*
- j. OTR Area Records Officer*
- k. Senior Educational Specialist*
- l. Secretary to the DDTR*
- m. Four senior secretaries (to be designated by name by the Chief, Support Staff, after consideration of personal circumstances)
- n. All personnel in the Washington area who are assigned to the Operations School and to the Operations Support Faculty, with the exception of the following persons who will be designated (by name) by the chiefs of the two components concerned as remaining in the Washington area:
 - (1) A senior officer of Headquarters Training*
 - (2) A senior officer of Covert Training*
 - (3) A senior officer of Training Assistance*

- 3 -

S-E-C-R-E-T

S-E-C-R-E-T

ATTACHMENT TO OTR REGULATION NO. 50-2

21 May 1962

(4) A senior officer of Operations Support*

(5) Married female training assistants and clerical personnel whose husbands are not members of a relocation force.

* The Chief of the School or Staff concerned will designate, by name, an alternate for this position in the OTR Initial Emergency Relocation Force. If the alternate so designated also has been designated for one of the key positions in the OTR Reinforcement Group (see Section C), service with the Relocation Force will have priority.

3. The members of the OTR Initial Emergency Relocation Force will move to the OTR Emergency Relocation Center [redacted] under 25X1 the same circumstances and at the same time as the CIA Initial Emergency Relocation Force moves [redacted] 25X1

4. When relocation is ordered, the Director of Training will immediately notify the Deputy Director of Training and the Executive Officer. The DDTR will notify the Chief, [redacted] and the School Chiefs. The Executive Officer will notify the chiefs of the other OTR staffs affected. Further notification will be accomplished through OTR line channels. In addition, each person on the relocation force who will be replaced in his duties in the Washington area by another designated individual (as indicated in the following section of this plan) will notify his replacement (or the replacement's alternate) to assume the duties. Finally, since relocation might occur during either off-duty or on-duty hours, each person with a notification responsibility will carry with him at all times a record of those principals and alternates whom he must notify (initials and telephone numbers, both home and office). 25X1

C. OTR REINFORCEMENT GROUP

1. For the purpose of carrying on OTR's non-operational training programs in the Washington area to the extent desired by the several Deputy Directors in time of emergency, and in order to provide reinforcements for emergency training programs as they develop [redacted] 25X1 the OTR Reinforcement Group is hereby established. 25X1

2. The OTR Reinforcement Group will consist of all personnel assigned to the Office of Training who are not specifically designated as members of either the OTR or the CIA Initial Emergency Relocation Forces.

- 4 -

S-E-C-R-E-T

S-E-C-R-E-T

ATTACHMENT TO OTR REGULATION NO. 50-2

21 May 1962

3. The following assignments to key positions in the Reinforcement Group (RG/OTR) will become effective when the Relocation Forces depart:

<u>Position</u>	<u>Person</u>
a. Chief, Reinforcement Group, OTR	Chief, Plans and Policy Staff (as additional duty) or an alternate to be designated by DTR
b. Deputy Chief, RG/OTR	Chief, Intelligence Production, IS*
c. Executive Officer, RG/OTR	To be designated by DTR, with an alternate also so designated
d. Acting Chief, Intelligence School, RG/OTR	Chief, Intelligence Production, in addition to duty as Deputy Chief, RG/OTR*
e. Acting Chief, Intelligence Production, IS, RG/OTR	Chief, Intelligence Orientation, IS (as additional duty)*
f. Acting Chief of Operations Training, RG/OTR	To be designated by C/OS*
g. Acting Chief of Headquarters Training (Operations), RG/OTR	The same individual designated for the assignment above*
h. Acting Chief of Covert Training (Operations), RG/OTR	To be designated by C/OS*
i. Acting Chief of Training Assistance (Operations), RG/OTR	To be designated by C/OS*
j. Acting Chief, School of International Communism, RG/OTR	To be designated by C/SIC*
k. Acting Chief, Language and Area School, RG/OTR	Deputy Chief for Area Training, LAS (as additional duty)*
l. Acting Deputy Chief for Language Training, LAS, RG/OTR	To be designated by C/LAS*

- 5 -

S-E-C-R-E-T

S-E-C-R-E-T

ATTACHMENT TO OTR REGULATION NO. 50-2

21 May 1962

<u>Position</u>	<u>Person</u>
m. Acting Chief, A&E Staff, RG/OTR	Chief, Assessment Branch, A&E (as additional duty)*
n. Acting Registrar, RG/OTR	Deputy Registrar*
o. Acting Area Records Officer and TS Control, RG/OTR	To be designated by Executive Officer.*
p. Acting Chief, Instructional Services Branch, RG/OTR	To be designated by Executive Officer.*

* The Chief of the School or Staff concerned will designate, by name, an alternate for this duty in the Reinforcement Group.

4. The members of the OTR Reinforcement Group will join the OTR Initial Emergency Relocation Force under any one of the following circumstances:

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- a. When so ordered, as individuals or as a group, by competent Agency authority, or
- b. When evacuation of the Washington area is directed, or
- c. When local authorities permit travel after an enemy attack on the Washington metropolitan area.

D. GENERAL INSTRUCTIONS FOR RELOCATION AND EVACUATION

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- 6 -

S-E-C-R-E-T

S-E-C-R-E-T

ATTACHMENT TO OTR REGULATION NO. 50-2

21 May 1962

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b. The head of the family has basic responsibility for preparing for the welfare and safety of the family in time of emergency. The decision with respect to moving his family from the Washington area in time of emergency rests with the employee; in making the decision he must abide by Federal or state directives which may impose controls or prohibitions on such movement during different phases of emergency. Nevertheless it is expected that the employee who is en route to a relocation center may make last-minute arrangements for the safety and welfare of his family when leaving the Washington area. It is further expected that these arrangements may include launching the family's movement from the area if such is desired by the employee and if the movement is permitted by authorities.

c. Examples of employees' assistance in the movement of their families from the Washington area are as follows:

- (1) If an employee has been directed to proceed to a relocation center under emergency conditions but before there is any general evacuation of the Washington area, and if he elects

- 7 -

S-E-C-R-E-T

S-E-C-R-E-T

ATTACHMENT TO OTR REGULATION NO. 50-2

21 May 1962

to start the immediate movement of his family toward a distant point, he may do so and may accompany them for a short distance before leaving them to report to the relocation center.

(2) If a general evacuation of the Washington area is taking place, or if an attack has occurred and travel is permitted, the employee may launch the movement of his family as

[REDACTED]

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d. An employee's plans with respect to moving his dependents from the area will be fully consonant with OTR plans for the car sharing which will ensure the transportation of all members of the OTR relocation and reinforcement groups to the relocation center. An exception will be the action taken if the Washington area is actually subjected to enemy attack; at such time and afterwards the employee will give first attention to his family, if in the area, and each employee will arrange his own travel to the relocation center.

e. It is urged that each family select a definite rendezvous point, such as the home of a relative at a distance from the Washington area, which would be the ultimate objective of members of the family if departure from this area is to occur. Planning along these lines should be discussed thoroughly with members of the family. Family plans for action if the family is separated at the time of attack or evacuation may also include an initial rendezvous

In addition, the employee may entrust to a responsible member of his family a sealed message which is to be opened upon the occurrence of a state of emergency, and which advises the family members that they can write to the employee by name

[REDACTED]

[REDACTED]

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- 8 -

S-E-C-R-E-T